C H A R T E R
September 23, 1999

Information Technology Architecture Working Group

Centers for Disease Control and Prevention
Agency for Toxic Substances and Disease Registry

PURPOSE

In the memorandum, *Development of CDC Information Technology Architecture*, May 28, 1998, the Director/Administrator of CDC/ATSDR[1] states "The success of developing an ITA to guide CDC, ATSDR, and our public health partners toward nationally integrated systems is dependent on active involvement of subject matter experts throughout CDC and ATSDR. I strongly support this endeavor and know that I can count on you to do likewise within your organizations" To facilitate ITA development on behalf of all stakeholders, this charter establishes the Information Technology Architecture Working Group.

BACKGROUND

The Information Technology Architecture (ITA) describes the relationships among the work the agency does, the information the agency uses, and the information technology that the agency needs. An ITA can facilitate both internal and external communications (e.g., agency-wide e-mail) and help reduce the number of information systems that perform similar functions. The ITA provides the technology vision to guide resource decisions that reduce costs and improve mission performance. It includes standards that guide the design of new systems as well as the operation of current systems.

OMB Memorandum 97-02, "Funding Information Systems Investments," (October 25, 1996), requires that agency investments in major information systems should be consistent with Federal, Department and agency ITAs. The Clinger-Cohen Act of 1996 (Public Law 104-106) creates and assigns the Chief Information Officer the responsibility of developing, maintaining, and facilitating the implementation of the information technology architecture.

A complete ITA is the documentation, including a technical reference model and a standards profile, of the relationships among business and management processes and information technology that ensure:

- alignment of the requirements for agency-sponsored information systems with the processes that support the agency's missions and goals;

- adequate interoperability, redundancy, and security of information systems; and,

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[1]Subsequent references to CDC, include ATSDR.

- the application and maintenance of a collection of standards by which the agency evaluates and acquires new systems.

The Information Technology Architecture Working Group will establish the CDC information technology architecture. The Information Technology Architecture Working Group is a cross-CIO working group which provides a cooperative forum for collecting, analyzing, and prioritizing CDC ITA requirements and reviewing progress toward meeting those requirements. In addition the working group acts as a sounding board for ideas, assists the CIOs in ITA-related future planning and provides feedback for issues and concerns.

Significant work has been completed, or is underway on various components of the CDC ITA. These components include:

- Security infrastructure - *e.g., Secure Data Network Standards and Procedures*,
- public health data standards, - *e.g., Efforts of the Health Data Standards Workgroup*
- enterprise networking - *e.g., CDC/ATSDR Data, Voice, and Video Architectures*
- administrative process automation and general office automation
- electronic communications and interoperability with state health agencies - *e.g. Health Alert Architectural Standards*
- The Integration Project - *e.g., Common Information for Public Health Electronic Reporting (CIPHER) Prototype and Architecture Committee (PAC)*

These and other components will comprise the CDC ITA, a web-based document that will not only address government requirements (Congress, OMB, GAO), but will be useful in guiding and governing our future investments and directions with IT. A pilot web page will be established at: http://webdev.cdc.gov/ita/

SCOPE

This charter applies to all CDC organizations, collectively referred to as Centers, Institutes, and offices (CIOs) including the Office of the Director/Administrator as a combined, single entity.

The Information Technology Architecture Working Group will develop an enterprise architecture focusing on high-level interoperability issues that span business processes common to all CIOs. The architecture also will provide a taxonomy that takes into account technologies currently used in the CIOs and is sufficiently broad to let CIOs "drill down" by defining added detail to meet their internal needs.

An enterprise architecture is decomposed into three major infrastructure components: the computing/communications infrastructure, the applications infrastructure, and the data infrastructure. The applications infrastructure provides processing functionality to support Agency business and scientific endeavors, based on the computing/communications infrastructure. The data infrastructure allows users to organize, store, and retrieve data within the context of the applications and computing/communications infrastructures. The enterprise architecture will include a description of the current (tactical) architecture and the targeted (strategic) architecture.

Initial aspects of the CDC enterprise architecture address CDC-wide:

- Enterprise connectivity and transmission protocols across the WAN/Internet,
- Information flows such as e-mail, documents, workflow applications,
- Security standards.

Successive components of the CDC will relate business processes, and mission contexts that extend throughout the enterprise and beyond. These activities need to be captured and defined so that information technologies can be better identified and deployed to reduce or at least address the inherent complexities.

REPRESENTATION

The Working Group should consist of two representatives, one knowledgeable of the public health side of each CIO or Office and one knowledgeable of the IT side.

The Working Group will function as a technical advisory body, but will not undertake oversight or operational responsibilities.

The Working Group operates as a work group and is chartered as such with the concurrence of the CDC HISSB and IRM Coordinators' Committee. IRMO will work with other OPS offices and CIO administration staff in developing administration/management components of the ITA

A chair will be elected from the working group membership. The Information Resource Management Office's Associate Director for Information Technology Architecture, Joe Hungate, shall serve as co-chair for the Working Group. The IRMO co-chair will provide administrative support for the working group, including recording the minutes, developing agendas, disseminating information, coordinating and preparing briefings, and arranging contractor support for background research and meeting facilitation.

PROCEDURES

Agendas for the meetings will be prepared and given to each representative prior to the meeting date.

The Working Group will identify and develop a conceptual CDC-wide information architecture design. The design will serve as a framework for increased interoperability among CIOs with other federal agencies, states and the health care sector.

The Working Group will identify and prioritize those architectural components that can be standardized across CIOs and recommend to the HISSB and IRM Coordinators Committee an implementation approach. The Working Group will address policy and implementations on architectural components that not only enable interchange, but may obstruct data interchange and access as well.

The Working Group will present progress and decision briefings to the HISSB and IRM Coordinators Committee describing the current and targeted architecture.

A representative of the Working Group will meet with the HISSB, IRM Coordinators Committee and other stakeholders, such as the CDC Excellence in Science Committee, Associate Directors for Management and Operations, and Chief Administrative Officers as appropriate to inform, advise, or seek

decisions on ITA issues that affect all or most CIOs in CDC.

Upon approval of the ITA by the HISSB and IRM Coordinators Committee, the Working Group will finalize the documentation to be presented to the Department and subsequently to the Office of Management and Budget.